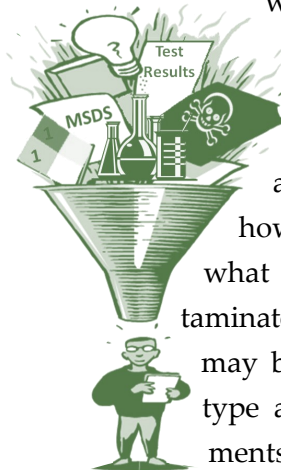


Environment Program

GENERATOR KNOWLEDGE—*What is it?*

Operations' facilities sometimes deal with wastes that might be hazardous—like used oil, spent parts washer fluid, and paint chips. The process used to determine whether a waste is hazardous involves knowing what chemicals are in the virgin product, whether or not they are hazardous, and understanding how the product was used and what substances might have contaminated it during its use. Testing may be required to determine the type and amount of chemical elements that are added to the substance during its use. The results of the tests are part of a generator's knowledge. Here are some tips for building generator knowledge:

- ☐ Read the product label and MSDS so that you understand its ingredients.
- ☐ What happens to the product during use? Does it pick up any contaminants?
- ☐ Compare the product's ingredients to the *Listed Wastes* and determine if the product has any *Characteristic Properties*.
- ☐ Check to see if other industries with similar operations have done studies on the waste product.
- ☐ If necessary, have the waste product tested to determine if the product contains substances that would make it a hazardous waste.
- ☐ Be familiar with the hazardous waste rules.
- ☐ Determine if there are any exemptions in the rules for the waste product (as is the case for used oil that will be recycled).
- ☐ **When in doubt, give a shout.** For more information contact Mark Ledgard in OSC at 271-4045.



Safety Program

Emergency Preparedness and Response Program Revision

The Office of Stewardship & Compliance (OSC) is happy to announce that, with the assistance of the Unit Safety Committee, the Department's Emergency Preparedness & Response Program (Program #007) was revised and adopted by the Joint Loss Management Committee on January 25, 2011.

To review the program, go to OSC's intranet site, Health & Safety Page/Programs. If you have any questions or would like a paper copy, ask your Safety & Environmental Coordinator, your supervisor, or contact any of the Health & Safety staff in OSC.



Creative Ideas Translate to Less Injuries continued from page 1

safely.

Other bureaus have also reduced injuries. District Three instituted a process where employees who have been injured are included in a post injury discussion of preventability. District One created a "Safety Plan Challenge" in 2010, that challenged every foreman with creating a plan to prevent injuries within their patrol section. District 5 evaluated the effectiveness of ice cleats to prevent slips and falls—and the cleats are doing their job!

Bottom Line: Creative ideas have practical results. With commitment, creativity, teamwork and training, the goal of zero injuries is, more or less, just around the corner.



For Health, Safety and the Environment, April 2011



Creative Ideas Translate to Less Injuries *When Less is More*

Reducing injuries and increasing productivity at DOT is a priority. Less injuries means more time on the job, more work getting done, and increased efficiencies. The benefits to the employee are no less important—less pain and more quality time off the job. The goal is zero injuries, but how do you achieve that? For the Bridge Maintenance Bureau, a good place to start was their accident analysis. According to Mary Fox, Safety & Environmental Coordinator

for Bridge Maintenance and Design, when Bridge Maintenance looked at their accident analysis for 2009, they saw that four out of six injuries (66%) were caused by material handling, being struck by hand or power tools or being struck against a stationary object. This information was used to determine what areas to focus on to reduce injuries. And, over the last couple of years, the Bureau's Claims Incident Rate has steadily declined.

A number of different factors



Jim Lacasse (Crew 5) and Paul Leithner (Capital Safety) in a training on the correct application and use of the EZ Horizontal Lifeline.

have contributed to their success. Management support, training and education, employee commitment, and teamwork has resulted in shared knowledge and the invention of innovative tools designed to improve safety. One such tool is the Forklift Transport Rack, designed by Bridge Maintenance's Crew 13 and fabricated by Bill Piper (photo lower left). Doug Gosling, the Bureau's Administrator, attributes a large measure of the Bureau's success to teamwork and his staff's dedication to working



The Oxygen/Acetylene Transport Rack was designed by Norm Legere, Jay Nevin, Denis Smith and Bill Piper (shown operating the forklift). The Rack is used to offload cylinders from BM's buildings into crew vehicles. It provides a mechanical means to lift compressed cylinders safely to eliminate the risk of back injuries and allows the cylinders to be transported upright to reduce the risk of explosion or release to the environment.

Continued on the last page

NHDOT ENVIRONMENTAL, HEALTH AND SAFETY (EHS) DAYS

Raising EHS Awareness for DOT Employees and Their Families

Let's be good stewards of our natural resources and set the example for others to follow. Let's strive for wellness and conduct our jobs in a safe manner. That is the message for employees and their families to take home from the first annual EHS Days, to be conducted around the State this spring.

EHS Days replace the events commonly known as Bureau or District Safety/Training Days within the Division of Operations and the Bureau of Materials & Research. They expand

the focus of those days to include environmental and health topics. This supports the Department's Mission Statement to "plan, construct and maintain the best possible transportation system in the most...environmentally sensitive...manner". It also will help the Department meet its Balanced Scorecard strategic objective to "promote and strive to achieve improved health and safety for all employees."

The typical agenda for each EHS Day includes a morning training session and an afternoon "wellness fair". The training will cover relevant policies and programs, as well as current "hot" topics, and will utilize a variety of learning formats: interactive sessions, breakout group sessions and hands-on training. Each host District or Bureau will provide lunch for its employees after the morning training is completed.

The afternoon will feature appropriate state-wide service providers such as Anthem, Delta Dental and the Local Government Center, and local practitioners such as massage therapists, nutritionists and fitness professionals. Employee spouses and significant others are invited to attend in the afternoon for free health-screenings and to gather helpful wellness information.

We look forward to seeing all of you this spring and we urge you to take care of yourself and the environment as you conduct your daily work.



Schedule of EHS Days		
District or Bureau	Dates in 2011	Place
District 2	April 20	Enfield
District 6	April 27	Exeter
District 3	May 4	Conway
Traffic*	May 6	Concord
District 1	May 11	Lancaster
District 5	May 18	Bedford
Mechanical Services*	May 19	Concord
District 4	May 25	Swanzy
Turnpikes Maintenance & Admin.	June 1	Hampton Facility

*Personnel in these Bureaus will attend the Concord Area Wellness Fair in the fall.

Note: Bridge Maintenance personnel will attend the EHS day nearest to their assigned work location.



All Wellness Fairs will run from 12:00 noon to 2:30.

NH DOT WELLNESS PROGRAM

Are You Missing Out on Dollars?

The NH DOT Wellness Program Benefits are not being fully utilized. In the calendar year 2010, only 60% of DOT employees completed the "Better Health" Health Assessment Tool (HAT). The Better Health HAT replaces the WebMD HAT used in previous years and brings with it advanced health and wellness tools, resources and digital health coaching. After completing the HAT, employees will receive a \$200 debit card to be used toward co-pay and prescription costs in 2011. Complete the HAT at www.athem.com.

Only 16% of DOT employees utilized the gym membership/fitness equipment wellness benefit. Employees covered under the HMO plan of the health insurance are eligible for up to \$450 per calendar year for gym memberships or \$200 per calendar year for new home fitness equipment. For information on what gyms and fitness equipment is covered under this benefit, go to <http://www.admin.state.nh.us/hr/formsH&D.html>.

Less than 1% of DOT employees utilized the Community Health Education Reimbursement Program (CHERP) benefit. Employees covered by HMO or POS and participating in Anthem approved classes are eligible for reimbursement up to \$150 per family, per calendar year. Classes include smoking cessation, yoga, nutrition, weight watchers, stress management and more. Find out what classes are approved at <http://www.admin.state.nh.us/hr/formsH&D.html>. If you do not have access to the Internet, or just prefer to speak with someone directly, you can call Alexis Martin at 271-8024 or Anthem Member Services at 800-933-8415 for information on any of the above wellness programs.

Good Save!



This berm made by Mike Buxton's District 5 crew prevented fuel spilled by a contractor from migrating into a nearby wetland. The crew used Speedy Dry and sand lined with sorbents to make the berm. They also placed a drain pan under the leaking fuel tank and immediately notified NHDES. According to DES, thanks to the quick thinking of the D5 crew, the responsible party had to dispose of a few drums of impacted sorbents and speedy dry, rather than spending thousands of dollars cleaning up the wetland.

PLAY

DOT-MADE TRAINING VIDEO #2
Coming to a Job-Site Near You!

A script is currently in production for a training video that focuses on good body mechanics. Proper body mechanics involves positioning your body to avoid injury while you perform tasks. Injuries such as sprains, strains, repetitive motion and overexertion, account for 25% of all work related injuries at DOT. In 2010, there were 65 injuries caused by poor body mechanics. The video will capture DOT employee safety innovations that help avoid injury and features proper lifting, bending, reaching and pulling techniques.

Sections of this video will be filmed at various DOT locations around the state.
Want to Participate?
Give Susan Dearborn a call at 271-6799.